

**From:** Holloway, Charles (ACF) (CTR)  
**Sent:** 19 Sep 2018 13:44:47 +0000  
**To:** Belizaire, Mona-Lee (ACF)  
**Subject:** FW: IMPORTANT UPDATE: Title V Competitive SRAE grant award  
**Attachments:** TOG SRAE Revised SF424 .pdf, TOG SRAE Revised SF424A.PDF, Title V SRAE Revised Line Item Budget and Budget Justification.pdf

Hi Mona-Lee,

The Obria Group has sent there revised documents. Please see the attached information.

Thanks!

Charles

**Charles L. Holloway, MBA**  
**Communications Specialist**  
**Adolescent Pregnancy Prevention Program**  
Family and Youth Services Bureau  
Administration for Children and Families  
US Department of Health and Human Services  
Switzer Building  
330 C Street SW, Room #3609A  
Washington, DC 20201

Phone: 202-401-5733

Email: [Charles.Holloway@acf.hhs.gov](mailto:Charles.Holloway@acf.hhs.gov)

Website: [www.acf.hhs.gov/programs/fysb](http://www.acf.hhs.gov/programs/fysb)

---

**From:** Mauricio Leone [<mailto:mleone@obriagroup.org>]  
**Sent:** Tuesday, September 18, 2018 8:17 PM  
**To:** Holloway, Charles (ACF) (CTR) <[Charles.Holloway@acf.hhs.gov](mailto:Charles.Holloway@acf.hhs.gov)>  
**Subject:** RE: IMPORTANT UPDATE: Title V Competitive SRAE grant award

Hello Mr. Holloway,

Thank you! As per your request, I attach the following documents for your review:

- Obria's revised SF424 Form
- Obria's revised SF424A Form
- Obria's revised line item budget and budget justification that reflects the revised requested funding amount

Please let me know if you have any questions or need additional documents.

Sincerely,

**Mauricio Leone, MPA**

Director of Operations and Grants



17731 Irvine Blvd., Ste. 201B, Tustin, CA 92780

Phone: 949-273-5040

Cell: (b)(6)

[mleone@obriagroup.org](mailto:mleone@obriagroup.org)

[obriagroup.org](http://obriagroup.org) | [obria.org](http://obria.org)

EIN#: 59-3804603

---

**From:** Holloway, Charles (ACF) (CTR) <[Charles.Holloway@acf.hhs.gov](mailto:Charles.Holloway@acf.hhs.gov)>  
**Sent:** Tuesday, September 18, 2018 10:00 AM  
**To:** Mauricio Leone <[mleone@obriagroup.org](mailto:mleone@obriagroup.org)>  
**Subject:** RE: IMPORTANT UPDATE: Title V Competitive SRAE grant award

Hello Mr. Leone,

I'm happy to help with your process. No need to modify the items on Grants.gov. Just download new forms and submit them to me.

Thanks!

Charles

**Charles L. Holloway, MBA**

**Communications Specialist**

**Adolescent Pregnancy Prevention Program**

Family and Youth Services Bureau

Administration for Children and Families

US Department of Health and Human Services

Switzer Building

330 C Street SW, Room #3609A

Washington, DC 20201

Phone: 202-401-5733

Email: [Charles.Holloway@acf.hhs.gov](mailto:Charles.Holloway@acf.hhs.gov)

Website: [www.acf.hhs.gov/programs/fysb](http://www.acf.hhs.gov/programs/fysb)

---

**From:** Mauricio Leone [mailto:mleone@obriagroup.org]  
**Sent:** Tuesday, September 18, 2018 12:43 PM  
**To:** Holloway, Charles (ACF) (CTR) <Charles.Holloway@acf.hhs.gov>  
**Subject:** RE: IMPORTANT UPDATE: Title V Competitive SRAE grant award

Dear Mr. Holloway:

Thank you so much for considering our grant application for an award. We requested \$(b)(4) to implement our SRAE program in California and Washington. However, we are willing to modify the scope of work and work plan of our SRAE program to meet your request to modify our budget. I have a couple of questions for you, as follows:

Do I need to modify the items/forms requested on Grants.gov? or can I download new forms?

Please let me know how to proceed with these items/forms.

Thank you,

**Mauricio Leone, MPA**  
Director of Operations and Grants



17731 Irvine Blvd., Ste. 201B, Tustin, CA 92780  
Phone: 949-273-5040  
Cell: (b)(6)  
mleone@obriagroup.org  
obriagroup.org | obria.org  
EIN#: 59-3804603

---

**From:** Holloway, Charles (ACF) (CTR) <Charles.Holloway@acf.hhs.gov>  
**Sent:** Tuesday, September 18, 2018 7:23 AM  
**To:** Mauricio Leone <mleone@obriagroup.org>  
**Subject:** IMPORTANT UPDATE: Title V Competitive SRAE grant award

Good Morning Mr. Leone:

This email is to inform you that your organization is being considered for a potential Title V Competitive SRAE grant award. According to your application, you requested an award in the amount of \$(b)(4). Due to the amount of funding available to fund the project, please share if your organization is willing to modify the requested award amount to \$(b)(4).

If so, please submit the following revised items noting the modified award amount to my attention by **COB on Tuesday, September 18, 2018:**

- Revised SF-424 with appropriate signatures that include the revised funding amount shared in this email.
- Revised SF-424A
- Budget
- Budget narrative that reflects the revised requested funding amount

Thank you in advance for your prompt response to this request. Please do not hesitate to contact me should you have questions.

Kind Regards,

Charles

**Charles L. Holloway, MBA**  
**Communications Specialist**  
**Adolescent Pregnancy Prevention Program**  
Family and Youth Services Bureau  
Administration for Children and Families  
US Department of Health and Human Services  
Switzer Building  
330 C Street SW, Room #3609A  
Washington, DC 20201

Phone: 202-401-5733

Email: [Charles.Holloway@acf.hhs.gov](mailto:Charles.Holloway@acf.hhs.gov)

Website: [www.acf.hhs.gov/programs/fysb](http://www.acf.hhs.gov/programs/fysb)

**Application for Federal Assistance SF-424****\* 1. Type of Submission:**

- ☐ Preapplication  
☒ Application  
☐ Changed/Corrected Application

**\* 2. Type of Application:**

- ☒ New  
☐ Continuation  
☐ Revision

**\* If Revision, select appropriate letter(s):****\* Other (Specify):****\* 3. Date Received:****4. Applicant Identifier:**

Mauricio Leone

**5a. Federal Entity Identifier:****5b. Federal Award Identifier:****State Use Only:****6. Date Received by State:****7. State Application Identifier:****8. APPLICANT INFORMATION:****\* a. Legal Name:**

The Obria Group, Inc

**\* b. Employer/Taxpayer Identification Number (EIN/TIN):**

59-3804603

**\* c. Organizational DUNS:**

0811557990000

**d. Address:****\* Street1:**

17731 Irvine Blvd Ste 201b

**Street2:****\* City:**

Tustin

**County/Parish:**

Orange

**\* State:**

CA: California

**Province:****\* Country:**

USA: UNITED STATES

**\* Zip / Postal Code:**

92780-3237

**e. Organizational Unit:****Department Name:****Division Name:****f. Name and contact information of person to be contacted on matters involving this application:****Prefix:****\* First Name:**

MAURICIO

**Middle Name:****\* Last Name:**

LEONE

**Suffix:****Title:**

Chief Operating Officer

**Organizational Affiliation:****\* Telephone Number:**

9492735040

**Fax Number:****\* Email:**

mleone@obriagroup.org

## Application for Federal Assistance SF-424

### \* 9. Type of Applicant 1: Select Applicant Type:

M: Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education)

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\* Other (specify):

### \* 10. Name of Federal Agency:

Administration for Children & Families - ACYF/FYSB

### 11. Catalog of Federal Domestic Assistance Number:

93.787

CFDA Title:

Title V Sexual Risk Avoidance Education Program (Discretionary Grants)

### \* 12. Funding Opportunity Number:

HHS-2018-ACF-ACYF-TS-1384

\* Title:

Title V Competitive Sexual Risk Avoidance Education

### 13. Competition Identification Number:

HHS-2018-ACF-ACYF-TS-1384

Title:

Title V Competitive Sexual Risk Avoidance Education

### 14. Areas Affected by Project (Cities, Counties, States, etc.):

Title V CA Areas Affected by Project.pdf

Add Attachment

Delete Attachment

View Attachment

### \* 15. Descriptive Title of Applicant's Project:

Improving Sexual and Reproductive Health Outcomes for At-Risk Youth

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

**Application for Federal Assistance SF-424****16. Congressional Districts Of:**\* a. Applicant \* b. Program/Project 

Attach an additional list of Program/Project Congressional Districts if needed.

**17. Proposed Project:**\* a. Start Date: \* b. End Date: **18. Estimated Funding (\$):**

* a. Federal	<input type="text" value="(b)(4)"/>
* b. Applicant	<input type="text" value="(b)(4)"/>
* c. State	<input type="text" value="0.00"/>
* d. Local	<input type="text" value="0.00"/>
* e. Other	<input type="text" value="0.00"/>
* f. Program Income	<input type="text" value="0.00"/>
* g. TOTAL	<input type="text" value="(b)(4)"/>

**\* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- ☐ a. This application was made available to the State under the Executive Order 12372 Process for review on
- ☒ b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- ☐ c. Program is not covered by E.O. 12372.

**\* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**☐ Yes ☒ No

If "Yes", provide explanation and attach

21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

☒ \*\* I AGREE

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

**Authorized Representative:**

Prefix:  \* First Name:

Middle Name:

\* Last Name:

Suffix:

\* Title: \* Telephone Number: Fax Number: \* Email: \* Signature of Authorized Representative: Date Signed:

# BUDGET INFORMATION - Non-Construction Programs

OMB Number: 4040-0006

Expiration Date: 01/31/2019

## SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. N/A		\$	\$	\$ (b)(4)	\$ (b)(4) .00	\$ 5 (b)(4)
2.						
3.						
4.						
5. Totals		\$	\$	\$ (b)(4)	\$ (b)(4)	\$ (b)(4)



# SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1)	(2)	(3)	(4)	
	N/A				
a. Personnel	\$ (b)(4)	\$	\$	\$	\$ (b)(4)
b. Fringe Benefits					
c. Travel					
d. Equipment					
e. Supplies					
f. Contractual					
g. Construction					
h. Other					
i. Total Direct Charges (sum of 6a-6h)					\$
j. Indirect Charges					\$
k. TOTALS (sum of 6i and 6j)	\$ (b)(4)	\$	\$	\$	\$ (b)(4)
7. Program Income	\$	\$	\$	\$	\$

Authorized for Local Reproduction

Standard Form 424A (Rev. 7- 97)  
Prescribed by OMB (Circular A -102) Page 1A

SECTION C - NON-FEDERAL RESOURCES				
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS
8. N/A	\$ (b)(4)	\$	\$	\$ (b)(4)
9.				
10.				
11.				
12. TOTAL (sum of lines 8-11)	\$ (b)(4)	\$	\$	\$ (b)(4)

  

SECTION D - FORECASTED CASH NEEDS					
	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$ (b)(4)	\$ (b)(4)	\$ (b)(4)	\$ (b)(4)	\$ (b)(4)
14. Non-Federal	\$ (b)(4)	(b)(4)	(b)(4)	(b)(4)	(b)(4)
15. TOTAL (sum of lines 13 and 14)	\$ (b)(4)	\$ (b)(4)	\$ (b)(4)	\$ (b)(4)	\$ (b)(4)

  

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT				
(a) Grant Program	FUTURE FUNDING PERIODS (YEARS)			
	(b) First	(c) Second	(d) Third	(e) Fourth
16. N/A	\$ (b)(4)	\$ (b)(4)	\$	\$
17.				
18.				
19.				
20. TOTAL (sum of lines 16 - 19)	\$ (b)(4)	\$ (b)(4)	\$	\$

  

SECTION F - OTHER BUDGET INFORMATION	
21. Direct Charges:	22. Indirect Charges:
23. Remarks:	

### **Revised Line Item Budget and Budget Justification**

The Obria Group, Inc., Obria affiliates and Beacon of Light will implement new sexual risk avoidance education sites in several services areas across California and Washington. These new 13 SRAE sites will be in California (10 sites), and Washington (3 sites).

	<b>FYSB Grant</b>	<b>Other</b>	<b>Total Budget</b>
<b>PERSONNEL (SALARIES)</b>			
Project Director .3 FTE, Mauricio Leone, MPA	(b)(4)	(b)(4)	(b)(4)
Health Education Mgr .5 FTE, Tammy Lindell			
Fringe Benefits			
<b>TOTAL PERSONNEL (a)</b>			
<b>OPERATING COSTS</b>			
Travel			
Obria Real Options			
Obria WPC			
Obria SoCal			
Obria PNW			
Beacon of Light			
REAL Essentials Training			
RE Student Workbooks			
Ascend SRAE Training			
Web Design and Maintenance			
Utilities			
Rent share			
<b>TOTAL OPERATING COSTS (b)</b>	(b)(4)	(b)(4)	(b)(4)
<b>TOTAL EXPENSES (a + b)</b>			

**Key Personnel Description and Justification:**

**Project Director:** One 0.4 FTE Project Director is budgeted for 1 calendar year. Mauricio Leone, is a Chief Operating Officer at The Obria Group, Inc. in Southern California. Project Director, Mauricio Leone, MPA will be responsible for the overall administration and direction of the project. He will oversee the implementation of SRAE projects at each Obria Medical Clinic location and services areas across California and Washington. He will provide grant management, implement Obria's Review Tool, perform quality control and compliance, provide new policies and procedures, oversee the implementation of information and education advisory committees, and oversee the training of medical professionals.

Position Title and Full Name	Percent Time	Annual Salary	Federally-funded Salary	Non- federal Salary	Total Project Salary
Project Director, Mauricio Leone, MPA	(b)(4);(b)(6)				

**Health Education Manager:** One 0.5 FTE Health Education Manager, (b)(4);(b)(6) will be responsible for the successful implementation of Obria's health education plan. She will assist the program director and Obria affiliates in the implementation of SRAE projects at each Obria affiliate. She will also work as the liaison between The Obria Group, Inc. and sub-contractors (Obria affiliates and Beacon of Light). The plan includes the implementation of the Center for Relationship Education health education curriculums and trainings. She will be responsible for training Obria affiliate sites clinical and health education staff to perform all health education and support services including in this proposal. She will also be responsible for implementing Obria's Information & Education Advisory Committees, and track program performance.

Position Title and Full Name	Percent Time	Annual Salary	Federally-funded Salary	Non- federal Salary	Total Project Salary
Project Manager, (b)(4);(b)(6)	(b)(4);(b)(6)				

In addition to salaries, personnel costs assume a benefit rate of (b)(4);(b)(6)%. This includes Worker's Compensation contributions to employee 401k retirement accounts; taxes, and employee benefits.

Object Class:	Federal Funds	Non-federal Funds	Total Budget
Fringe Benefits+ Taxes			
Fringe Benefits + Taxes	(b)(4);(b)(6)		

Breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, Federal Insurance Contributions Act (FICA) taxes, retirement insurance, and taxes.

- Worker's Compensation @ (b)(4);(b)(6)
- Contributions to employee 401k retirement accounts @ (b)(4);(b)(6)
- Taxes @ (b)(4);(b)(6)
- Health Insurance @ (b)(4);(b)(6)

**Travel Description:** Funds are requested for the Project Director and Health Education Manager to visit each affiliate sites across the nation for the implementation of 13 SRAE project sites in California and Washington. These employees are expected to oversee the implementation of the project at each Obria affiliate sites as described in the proposal. These project employees will meet with Obria affiliates site employees twice a year during the period of the project. These meetings involve sharing the accomplishments of the past months, discussing present and future goals and

objectives, and assigning specific tasks and responsibilities for the next period. The visits will also include the implementation of Obria’s Review Tool, perform quality control and compliance, provide new policies and procedures, oversee the implementation of information and education advisory committee advice, and oversee the training of medical and health education professionals.

<b>Object Class:</b>	<b>Federal Funds</b>	<b>Non-federal Funds</b>	<b>Total Budget</b>
<b>Travel</b>			
Travel	(b)(4)		

Funds are budgeted for the Project Director, and Health Education Manager to visit each affiliate location twice per year to collaborate with colleagues, provide training and perform quality control and compliance. Approximate travel costs are as follows:

<b>Obria Real Options</b>	<b>San Jose, CA</b>
<b>Total Nights</b>	<b>5</b>
Airfare	(b)(4)
Lodging	
Meals on travel status	
Taxis to/from airport	
Subtotal Costs	
Number of Participants	
<b>Total Costs</b>	

<b>Obria – PNW</b>	<b>Seattle, WA</b>
--------------------	--------------------

<b>Total Nights</b>		<b>5</b>
Airfare		(b)(4)
Lodging		
Meals on travel status		
Taxis to/from airport		
Subtotal Costs		
Number of Participants		
<b>Total Costs</b>		

<b>Obria – WPCC</b>	<b>Los Angeles, CA</b>
<b>Total Nights</b>	<b>5</b>
Airfare	(b)(4)
Lodging	
Meals on travel status	
Taxis to/from airport	
Subtotal Costs	
Number of Participants	
<b>Total Costs</b>	

<b>Obria – SoCal</b>	<b>Orange, CA</b>
<b>Total Nights</b>	<b>5</b>
Airfare	(b)(4)
Lodging	
Meals on travel status	
Taxis to/from airport	
Subtotal Costs	
Number of Participants	

Total Costs	(b)(4)
-------------	--------

**Contractual Description & Justification:** The Obria Group, Inc. will issue sub awards to five contractors (Obria Medical Clinics affiliates and Beacon of Light) to help carry out Obria's SRAE project awarded to The Obria Group, Inc. A sub award relationship is described in the grant proposal and supporting documents. It will be consummated until after the award has been made to The Obria Group, Inc. which is submitting the prime proposal.

The Obria Group, Inc. will have agreements with five contractors (Obria affiliates and Beacon of Light) to work collaboratively on Obria's SRAE Project. The Obria Group, Inc.'s Project Director will be the legal contact with the FYSB.

The characteristics of an Obria sub-recipient include:

- Obria Medical Clinics affiliates are committed to carrying out a portion of the scope of work, which includes the provision of direct SRAE services to patients.
- Beacon of Light committed to carrying out a portion of the scope of work, which includes the provision of direct SRAE services to students.
- Each Obria sub-recipient will collaborate with The Obria Group, Inc (main recipient) on the project; both The Obria Group, Inc. and the Obria sub-recipients have project personnel involved, though The Obria Group, Inc is the lead institution.

The Obria Group, Inc. will obtain the following from the sub-recipient institution:

- A brief description of the scope of work proposed by the sub-recipient
- A detailed budget. Budget includes direct costs for the sub-recipient.



- A Letter of Commitment bearing the signature of the sub-recipient institution's authorized official at the sub-recipient organization stating that it is willing to abide by The Obria Group, Inc. terms should an award be made.
- Other documentation as required, such as the key personnel curriculum vitae as well as current and pending support.
- The proposed sub-recipient includes its total costs in its submission to The Obria Group, Inc. for inclusion in The Obria Group, Inc. proposal to the FYSB.

The costs associated with each sub-recipient' commitment for the implementation of the project are as follows:

Sub-Recipient	Federal Funds		Non-Federal Resources	Total Budget
Obria - Real Options (RO), California	\$(b)(4)		(b)(4)	
Obria – Women Pregnancy Care (WPCC), California				
Obria – Southern California Inc. (OMC SoCal), California				
Obria – Pacific Northwest (PNW), Washington				
Beacon of Light – California				
Total Sub-Recipients				

The Obria Group, Inc. will implement the following standards for this project:

1. A written agreement between The Obria Group, Inc. and sub-recipients (Obria Affiliates and Beacon of Light) that is consistent with FYSB requirements and approved by the grantee.
2. Sub-recipient agreement is approved by the grantee.
3. The Obria Group, Inc. will have a monitoring plan to ensure sub-recipient entity is providing SRAE according to FYSB and Obria's SRAE program elements.
4. Documentation will show that The Obria Group, Inc. is monitoring the service sites bi-annually for compliance to FYSB requirements and program elements.

**Other Justification:**

- **3 Real Essentials Curriculum Certification Training** per year (10 participants per training; 2 trainings in California and 1 training in Washington)

30 participants will receive curriculum and a 2-day REAL Essentials certification training.

(b)(4)

Object Class	Federal Funds	Non-Federal Resources	Total Budget
RE Curriculum Certification	(b)(4)		

Funds are requested to provide REAL Essentials training to at least 30 health care providers, health educators, patient care coordinators and volunteers to provide REAL Essentials sexual risk avoidance education in different social settings, including high schools, community events and churches, among others. Each training will be provided for affiliates across California and

Washington by Obria's Health Education Manager in partnership with the Center for Relationship Education. The grant will also provide funding to purchase REAL Essentials Health, Starting Point 4th-8th grade, and Advance 8-12th grade curriculums to students. Each curriculum is designed to help health care providers and health educators provide sexual risk avoidance education in clinic settings.

- **Essentials workbooks for students**

15,500 students (7,500 students in Washington and 8,000 students in California) will receive a workbook for REAL Essentials. For cost effectiveness, The Obria Group, Inc. will secure a licensing agreement and print the workbooks locally.

(b)(4)

Object Class	Federal Funds	Non-Federal Resources	Total Budget
RE Workbooks for students	(b)(4)		

Funds are requested to purchase a licensing agreement with the Center for Relationship Education to print 15,500 REAL Essentials workbooks locally.

- **2 Sexual Risk Avoidance Education Certification Training** per year (50 participants per training; 1 training in California and 1 training in Washington)

100 participants will receive curriculum and a 2-day Ascend SRAE certification training.

- Total: (b)(4) Request to FYSB = (b)(4)

Funds are requested to provide Ascend Sexual Risk Avoidance Education certification training to at least 100 health care providers, health educators, and patient care coordinators to provide evidence-based sexual risk avoidance education in different social settings, including high schools, community events and churches, among others. Each training will be provided for affiliates across California and Washington by Obria's Health Education Manager in partnership with Ascend.

Object Class	Federal Funds	Non-Federal Resources	Total Budget
Ascend Certification Training	(b)(4)		

- **Utilities**

High Speed Internet and telephone @ (b)(4)

Funds are requested to cover the costs of high-speed internet services and VoIP telephone services.

Object Class	Federal Funds	Non-Federal Resources	Total Budget
Utilities	(b)(4)		

- **Web design, Development and Maintenance**

5 landing pages @ (b)(4)

Funds are requested to develop 5 new landing pages for the Obria.org website to provide information about sexual risk avoidance education provided at each Obria location across the

country. This rate also includes web maintenance. Web maintenance services includes web hosting, changes, and updates, etc. Web development and maintenance services will be provided by Arctic Leaf web developers.

Object Class	Federal Funds	Non-Federal Resources	Total Budget
Web development and maintenance	(b)(4)		

- **Rent**

Office space rent share (b)(4) per month x 12= (b)(4)

Funds are requested to cover the costs for a portion of renting an office.

Object Class	Federal Funds	Non-Federal Resources	Total Budget
Rent share	(b)(4)		

## 10. Plan for Oversight of Federal Award Fund

The Obria Group, Inc. will create written policies and procedures to exercise effective control over and accountability of federal funds. Its purpose will be to ensure that assets are safeguarded, that financial statements are in conformity with generally accepted accounting principles (GAAP), and that finances are managed with responsible stewardship. All personnel with a role in the management of The Obria Group, Inc. fiscal operations are expected to uphold these policies.

The Obria Group, Inc. will require that grant subrecipients (Obria Medical Clinics affiliates and Beacon of Light) follow written policies and procedures for grant award accounting and

management as well. In managing federal funds, The Obria Group, Inc. will use and enforce the following policies and procedures:

(a) The Obria Group, Inc. is responsible for the efficient and effective administration of the grant award through the application of sound management practices.

(b) The Obria Group, Inc. assumes responsibility for administering Federal funds in a manner consistent with underlying agreements, program objectives, and the terms and conditions of the grant award.

(c) The accounting practices of The Obria Group, Inc. will be consistent with FYSB accounting management regulations and will provide for adequate documentation to support costs charged to the grant award.

(d) All transactions performed by The Obria Group, Inc. and subrecipients associated with the grant award funds will be adequately documented.

(e) Any request by a subrecipient for prior approval will be addressed in writing to The Obria Group, Inc. The Obria Group, Inc. will promptly review such request and approve or disapprove the request in writing. The Obria Group, Inc. will not approve any budget or project revision which is inconsistent with the purpose or terms and conditions of the Federal grant award to The Obria Group, Inc. If the revision, requested by the subrecipient would result in a change to The Obria Group's approved project which requires Federal prior approval, The Obria Group, Inc. will obtain the HHS awarding agency's approval before approving the subrecipient's request.

(f) The Obria Group, Inc., will employ the following specific management techniques to assure proper and efficient administration of the grant award:

- Only use funds when properly needed.

- Collect remitted quarterly draw requests from sub recipients.
- Review for appropriate format and reasonableness within grant award guidelines.
- Prepare and submit wire transfers to disburse funds to subrecipients.
- Collect remitted quarterly fund reconciliation reports and back up documentation from subrecipients.
- Review for appropriate format, footing and verification of proper back up documentation
- Consolidate fund reconciliation reports to total grant award funds.
- Prepare and submit quarterly online grant reporting required by grant guidelines.

In addition, The Obria Group, Inc. and subrecipients will implement the following procedures for financial accountability and management:

(a) All payments made by the FYSB will be recorded in accounting records separate from the records of all other grant funds, including funds derived from other grant awards. The Obria Group, Inc. will account for the sum of all amounts paid by presenting or otherwise making available evidence satisfactory to the FYSB of expenditures for direct and indirect costs. Obria will use QuickBooks accounting software. QuickBooks allows for segregation of funds and revenues and expenses by cost. It also provides the necessary structure to account for unrestricted, temporarily unrestricted, and permanently restricted net assets, according to GAAP and in compliance with necessary accounting and auditing standards.

(b) The Obria Group, Inc. and subrecipients will have a system to adequately safeguard revenue and other assets through separation of duties. No one person will have complete control over one key function or activity.

(c) An external accounting company (Redwitz accounting services) will oversee the preparation of monthly and quarterly financial reports and, along with the CEO, presents them to the Board of Directors' Finance Committee and management team. The financial reports will include year-to-date expenditures, comparisons against budget, and monthly activities. The Board of Directors will review these reports on a bi-monthly basis. The CEO will oversee the accounting and finance department operations and the implementation of the Board-approved financial policies and procedures, which are updated once each year. To ensure accuracy of the financial reports, accounts will be analyzed and reconciled monthly. Applicable policies and procedures are also documented and reviewed regularly by the Finance Committee of the Board of Directors.

Obria will also ensure that an independent audit is performed each year. Audited financial statements are available to the public and are in full compliance with generally accepted accounting principles (GAAP). An organization's independent auditing firm will ensure that the organization is financially viable, and that accounting policies and procedures and internal controls are compliant with GAAP.

(d) The Obria Group, Inc. and subrecipients will have systems must be in place that allow for review and reconciliation of funds.

(e) The Obria Group, Inc. and subrecipients will have accounting records that will be supported by source documentation such as cancelled checks, paid bills, payrolls, time and attendance reports, contract and sub-contract documents, etc.

## **11. Project Sustainability Plan**

The Obria Group, Inc. is one of the most successfully funded non-profit organizations in California, securing and maintaining funding for its numerous projects and services. Many of



Obria's innovative projects and programs have been implemented with support from foundations and private donors and have been successfully sustained beyond grant-funding periods. The Obria Group, Inc. and subrecipients also hold fundraising events each year, including a fall Gala. Additionally, private support from individual donors and corporations has been crucial to ensure Obria's continuation of quality, compassionate and non-judgmental services to youth in need. To achieve financial sustainability, The Obria Group, Inc. has a fundraising plan in place to support its programs and services. The fundraising plan include:

- Development of a multilevel fundraising strategy (donor upgrade/retention; new donor acquisition, board engagement in development; segmentation of donor database; donor recognition);
- Establish goals for each strategy including a target audience (donors according to their level of giving); establish actions steps for achieving the goals; establish team responsible for the implementation of each strategy; established timelines for the achievement of each goal; and establish costs associated with each strategy.
- Establish church and community outreach to partner with local churches and community foundations.
- Donor development meetings and a Donor Development committee and Board Task Force were established to reinforce the successful implementation of the Obria's multilevel fundraising plan.
- Obria segmented all donors according to their level of giving and each donor segment was assigned to a specific donor relationship team member(s) who will be responsible for building and cultivating relationships with donors. These teams include the Board of Directors, CEO, and donor development staff.

The Obria Group, Inc. and subrecipients (Obria Medical Clinics) are expecting to generate income from medical services via fee-for-services, sliding fee scale and reimbursements from health insurance companies from eligible patients. All Obria Medical Clinics will maximize federal and state funding for health care through third party reimbursement (Medi-Cal). The Obria Group, Inc. and Obria affiliates estimate that approximately 10,650 patients per year will be eligible for payments as follows:

- Fee-for-services: (b)(4)
- Sliding fee scale (b)(4)
- Health insurance reimbursements: \$ (b)(4)

In addition, The Obria Group, Inc. and subrecipients will be approaching government agencies and family and community foundations to raise funds via grants. Obria will seek, research, and apply for new founding opportunities at the local, state, and national levels on an ongoing basis to sustain its programs and services. The Obria Group, Inc. will approach the following foundations and agencies for additional support:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.

(b)(4)